

Restart@State Program/Successful Semester Worksheet

NAME: (LAST NAME, FIRST NAME, MIDDLE INITIAL)	CAMPUS ID #:
CURRENT MAJOR:	ADVISOR NAME(Print Please):

NOTE FOR ADVISOR: Please complete this form with student *and* have advising pin (SPAAPIN) set. Students in the Restart Program are limited to a minimum of 6 and maximum of 12 hours excluding the Restart Seminar. Students should enroll in only the number of hours they can successfully complete given their unique circumstances and non-academic responsibilities. Please call the Wilson Center for Academic Advising at 972-3001 with any questions.

NOTE FOR STUDENT: After meeting with your advisor, estimate the cost for textbooks, tuition, fees, room and board, required for this schedule. Once complete, discuss with Student Accounts your ability to meet your outstanding financial obligations to ASU and pay for the upcoming semester.

Needed for Grade Recomp?	CRN "Call Number"	Course ID and Section	Course Title	# of HRS	Time/Day	Cost of Text and Supplies	Cost of Tuition, Fees, Room & Board
<i>EXAMPLE</i> Yes or No	<i>EXAMPLE</i> 74832	<i>EXAMPLE</i> MATH 1203 -003	<i>EXAMPLE</i> College Algebra	<i>EX:</i> 3	<i>EXAMPLE</i> 8:00-8:50 am / TR	<i>Estimate</i>	<i>Estimate</i>
NO		UC 1001-	*Restart Seminar Course	1		\$ 30.00	\$
						\$	
						\$	
						\$	
						\$	
						\$	
						\$	
			TOTAL SUGGESTED HOURS:		Approximate cost:	\$	\$ +100
<i>*Restart course does not count toward the maximum enrollment of 12 hours</i>				Min: 6 Max:12	There is a fee of \$100.00 for Restart	Room & Board: Approx Grand Total:	+ _____ = _____

Academic Advisor Signature: _____ Department: _____ Date: _____

Student Signature: _____ Date: _____

---For Financial Aid Use Only---	---For Student Account Use Only---
<input type="checkbox"/> Student appears to be eligible for federal student aid pending enrollment in Restart. (Estimate of Aid: \$ _____)	<input type="checkbox"/> Student HAS a reasonable ability to meet ASU financial obligations.
<input type="checkbox"/> Student does NOT appear eligible for federal student aid at this time.	<input type="checkbox"/> Student does NOT have a reasonable ability to meet ASU financial obligations. Hold NOT waived at this time.
<input type="checkbox"/> Student does rely on student aid for college expenses	
Financial Aid Signature: _____ Date: _____	Student Account Signature: _____ Date: _____

Complete all steps, in order, before turning in application to the Wilson Advising Center **STEP ONE: Ensure Ability to Register:**

Confirm Suspension. Check your transcript and confirm with your advisor or the Wilson Advising Center that this is a first academic suspension.

Remove all holds from your student account. Note: Wilson Advising Center will clear Developmental, High School Core, and Suspension holds upon acceptance of completed application. Clear all other holds.

Academic Advising: See your academic advisor for appropriate course selections for the semester (ensure your advising pin has been set). Your advisor MUST sign the form prior to completing the remaining steps. With assistance from your academic advisor, create a realistic schedule this semester based on your prior course selections (taking the greatest possible advantage of ASU's grade recomputation policy) and considering your current outside influences (ex: work schedule, family needs, day care, financial burdens). Please verify all proposed courses are still available for enrollment.

 STEP TWO: Determine Cost:

Textbook & Course Supplies Costs: Use your proposed course schedule (that you and your advisor have created on page two) to estimate the cost for each of the textbooks and all supplies you will need for each course. You will need to approximate the cost if a textbook has not been adopted yet. This information may be found online.

Tuition, Fees, Room and Board Costs: Use your proposed course schedule to estimate the cost of enrollment this semester. Record the approximate cost of tuition and fees associated with each of the courses listed on page two. Add room and board if appropriate. You can find tuition/fees information listed on the ASU website under "Tuition." Note: There is a \$100.00 fee for Restart. Direct any questions to Student Accounts at 972-2285.

 STEP THREE: Ensure Ability to Meet Cost:

See a Financial Aid Advisor in the Office of Financial Aid regarding your financial aid status. A financial aid advisor (from the Office of Financial Aid) will need to sign the bottom of page 2 prior to meeting with the student accounts office.

See a Student Accounts Advisor in the Office of Student Accounts. When all costs are accurately recorded, and you have visited with Financial Aid, you are ready to meet with an account advisor in the office of Student Accounts. NOTE: the application will not be accepted without the appropriate signature (located on the bottom of page 2) from the office of Student Accounts.

 STEP FOUR: Create Statement of Personal Responsibility: Attach a letter addressing the following issues: 1) Identify what kept you from academic success for at least the past two semesters 2) What you plan to do to be more successful academically than you have in the past and 3) Why you want to return to ASU this semester. Properly format a professional letter (typed, one inch margins, 12 pt font, double-spaced, no less than three paragraphs and no more than one page, address to Restart Coordinator, & sign). **STEP FIVE: Complete Steps with Advising Center:**

Turn in Application. Turn in completed application (with all signatures) to an advisor at the Wilson Advising Center to have your completed schedule entered into the system and receive your date for the next available Student Success Restart Workshop. A completed application consists of the following three pages: 1) Page One of this Application 2) Page Two of this Application 3) The typed "Statement of Personal Responsibility."

Attend Student Success Restart Workshop. Failure to attend the appointed workshop will result in the student's schedule being dropped.